

SmartTax Vendor Guide

What is the GSA SmartPay Charge Card Program?

It is the largest federal government charge card program. Many government employees will use the GSA SmartPay Purchase, Travel, Fleet, or Integrated Card as a form of payment when making authorized purchases, on official government travel, or when using a government fleet vehicle.

Why Should I Accept the GSA SmartPay Cards?

- GSA SmartPay cards continue to remain the preferred payment method of the government.
- These cards have become essential as support tools for government agencies/organizations in supporting mission delivery.
- There are in excess of three million cards in circulation, including more than two million Travel Cards, 300,000 Purchase Cards, and nearly 700,000 Fleet Cards.
- No government order forms to process.
- Reduced billing and collection costs.
- Facilitates electronic commerce.

What are the Different Types of Federal Government Charge Cards?

- **Centrally Billed Account (CBA)** expenses are directly paid by the federal government and should not be charged state taxes.
- **Individually Billed Account (IBA)** expenses are paid by the federal cardholder and, depending on the state, may be eligible for state taxation.

What Does the GSA SmartPay Charge Card Look Like?

GSA SmartPay Cards, which may be either a Visa or a MasterCard, are issued from Citibank, J.P. Morgan Chase, or U.S. Bank. Many government employees use a GSA SmartPay Card, which may look like this:



Purchase



Integrated



Travel



Fleet



What is a GSA SmartPay Purchase Card?

The GSA SmartPay Purchase Card is a procurement and charge payment mechanism designed for the federal government to make purchases of less than \$3,000, for supplies, goods, and services.

The first four digits in the bank identification numbers (or BIN numbers) on all GSA SmartPay Purchase Cards include one of the following numerical combinations:

GSA SmartPay Purchase Card BIN Numbers	
MasterCard	5565
	5568
Visa	4486
	4614
	4716

Charging Taxes to Purchase Cards

The GSA SmartPay Purchase Card is a CBA – meaning that the federal government makes direct payment for purchases made on the card – and thus should not be charged state taxes under any circumstances.

Best Practices for Assessing Taxes on Purchase Cards

- Verify that the customer is a federal government employee. Confirm that the sixth digit of the account number is a 0, 6, 7, 8 or 9 and if it is, this account is a CBA and is tax exempt.
- Should you be unsure of when to assess tax, please visit smartpay.gsa.gov or contact your state's revenue collection entity, whose contact information can be found on the GSA Smartpay website.



What is a GSA SmartPay Travel Card?

The GSA SmartPay Travel Card is used by federal employees for official government travel and travel-related costs. On these cards, the first four digits in the bank identification numbers (or BIN numbers) always include one of the following numerical combinations:

GSA SmartPay Travel Card BIN Numbers	
MasterCard	5565
	5568
Visa	4486
	4614

Charging Taxes to Travel Cards

There are two types of GSA SmartPay Travel Cards: a CBA or IBA card. The federal government makes direct payment for purchases made on the CBA Travel Card and taxes should not be assessed to the CBA Travel Card under any circumstances. However, the IBA Travel Card is more common and may be subject to tax assessment, depending on each state's regulations. For a full listing of tax-exempt states, please visit the GSA SmartPay website: smartpay.gsa.gov.

When Should I Assess Taxes to a Federal Traveler?

Each state determines the tax exemption status for federal government travelers. Before assessing taxes, please visit: smartpay.gsa.gov/about-gsa-smartpay/tax-information/state-response-letter. If your state exempts taxes for federal travelers, do not assess taxes!



What Should You Do When A Federal Traveler Checks In or Checks Out?

- Familiarize yourself with your state's tax policies and requirements, in the event a federal government traveler presents you with a GSA SmartPay Travel Card.
- If your state exempts IBA cards, know whether or not your state requires you to provide the federal government traveler with a state tax exemption form.
- When guests identify themselves as federal government travelers and request tax exemption, please request to see their travel card, government identification, or travel orders.
- It is unlawful to photocopy government identification.
- When in doubt about assessing state tax to a federal government traveler, please visit the GSA SmartPay website at: smartpay.gsa.gov/about-gsa-smartpay/tax-information/state-response-letter.

What is a GSA SmartPay Fleet Card?

The GSA SmartPay Fleet Card is specifically designed for the purchase of fuel, maintenance services, and repair services of official government vehicles. The first four digits in the bank identification numbers (or BIN numbers) on all GSA SmartPay Fleet Cards include one of the following numerical combinations:

GSA SmartPay Fleet Card BIN Numbers	
MasterCard	5565 5568
Voyager	8699

Charging Taxes to Fleet Cards

The GSA SmartPay Fleet Card is a CBA – meaning that the federal government makes direct payment for purchases made on the card – and thus should not be charged state taxes under any circumstances.

What is a GSA SmartPay Integrated Card?

The GSA SmartPay Integrated Card is a specialized card designed to combine the functions of the Purchase, Travel, and Fleet Cards into one charge card.

Charging Taxes to Integrated Cards

The GSA SmartPay Integrated Card is a CBA – meaning that the federal government makes direct payment for purchases made on the card – and thus should not be charged state taxes under any circumstances.

Are Any Other Types of Cards Included in the GSA SmartPay Card Program?

The GSA SmartPay Program also includes debit and prepaid card programs. The first four digits in the bank identification numbers (or BIN numbers) on all GSA SmartPay debit and prepaid cards include one of the following numerical combinations:

GSA SmartPay Debit and Prepaid Card BIN Numbers	
MasterCard	5564 5565 5568
Visa	4614

How Do I Accept the GSA SmartPay Charge Card?

If you currently accept Visa, MasterCard, Voyager® and/or Wright Express® then you are already set up to accept the GSA SmartPay charge cards. If your business does not currently accept charge cards, please reach out to your merchant bank or to one of the GSA SmartPay contractor banks to discuss accepting charge cards.

What Are My Costs?

None, if your company already accepts the charge cards listed above. The transaction fees you negotiated with your bank to accept the cards from the private sector will apply to government sales as well. If you do not currently accept one or more of these cards and would like to participate, the cost of acceptance is negotiated between you and your selected financial institution.



What If I Am Still Unable to Accept the GSA SmartPay Card?

Your business may be classified under a blocked Merchant Category Code (MCC). Businesses are required to label themselves by selecting a Merchant Category Code (MCC) that best describes the type of product or service provided. Certain MCCs are blocked by agencies to prevent fraud and misuse of the GSA SmartPay cards. If your company is experiencing problems accepting GSA SmartPay cards, it may be because the MCC under which your business is classified may be blocked by that agency. To remedy this problem, you may wish to change your MCC classification to better describe the type of product or service your company provides.

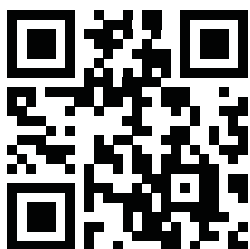
Who Can I Contact for More Information on the GSA SmartPay Program Cards?

GSA Office of Charge Card Management

For information please visit smartpay.gsa.gov.

Email: gsa_smartpay@gsa.gov

Phone: (703) 605-2808



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